

gill.rowe

**To: The Parish Clerk
All Parish Councils in West
Lancashire**

16 March 2009

GLR/JL
Mrs G L Rowe
585004

Dear Colleague

**LESSONS LEARNED TO DATE FROM STANDARDS COMMITTEE COMPLAINTS
INVOLVING PARISH COUNCILS**

All Parish Councils, except Lathom South Parish Council will recall that, on 2 June 2006, we circulated a copy of the ACSeS Parish Council Toolkit.

It has become clear to me from dealing with standards matters over recent months that it is essential that Parishes have in place up to date relevant governance documents. This would include Standing Orders and Financial Regulations. Robust complaints procedures and internal grievance procedures are also helpful. Regular constitutional training will assist Parish Councillors and keep them up to date. Clearly Parish Councils achieving Quality Status can only enhance good governance.

I understand that a revised toolkit is to be launched in April but if, in the meantime, you require a further copy of the one we circulated in 2006 please do not hesitate to contact Jacky Denning in Member Services.

Kind regards

Yours sincerely

**Gillian L Rowe LL.B.
Council Secretary and Solicitor**

Copy to: Standards Committee